

Message

---

**From:** Salkie, Diane [Salkie.Diane@epa.gov]  
**Sent:** 2/1/2018 6:17:57 PM  
**To:** LaPoma, Jennifer [LaPoma.Jennifer@epa.gov]  
**Subject:** RE: LPRSA - Draft email reminder to Stakeholders

My suggestions in red. Also, I would suggest bolding the dates.

---

**From:** LaPoma, Jennifer  
**Sent:** Thursday, February 1, 2018 9:25 AM  
**To:** Salkie, Diane <Salkie.Diane@epa.gov>  
**Subject:** LPRSA - Draft email reminder to Stakeholders

Diane – I'm going to send out a reminder email to the stakeholders. Could you read over this example to NJDEP and let me know if you have any revisions? I thought it would be helpful to spell it out again since Reyhan mentioned she thought the letter was confusing.

-----DRAFT EMAIL-----

As a reminder, please let me know by COB tomorrow (2/2) whether the NJDEP will attend the CSTAG Stakeholder portion of the meeting on **Thursday, March 1<sup>st</sup>**.

I will also need to know by tomorrow whether NJDEP intends to make a presentation at the **March 1<sup>st</sup>** STAG meeting.

Additionally, written material may be provided ahead of time for CSTAG's consideration. The written materials may be provided in instead of, or in addition to an oral presentation. As indicated in my January 10th letter, any written material should not exceed thirty pages and should be emailed to me by **Friday, February 9<sup>th</sup>**.

Thanks in advance,  
Jennifer LaPoma